

**EMPLOYMENT APPLICATION FORM**

*(Please complete in block capitals, in your own handwriting, using black ink)*

**Company Name:** .....

**Post Applied For:** .....

**GENERAL INFORMATION**

Mr/Mrs/Miss/Ms\* please delete

(Surname): .....

Forename: .....

Address: .....  
.....

Postcode: .....

Telephone: Home:..... Workplace:.....

Date of Birth: .....

Nationality: ..... NI Number: .....

Have you a clean, current, full driving license? Yes/No

Please enter categories your driving license covers .....

Do you suffer from any disability? *(Please give details)*.....  
.....

If so, do you need any special modifications of equipment in the workplace? .....  
.....

Have you any back problems, or ever suffered any injury that might affect your ability to carry out manual handling tasks? *(Please give details)*  
.....

If asked, will you agree to a medical examination? Yes/No

Details of any criminal convictions: .....

Do you agree to undertake a criminal records check, should you be successful? Yes/No  
*(Employment is subject to a satisfactory criminal record – a requirement of the Hampshire County Council Buy with Confidence Scheme, to which we are members. This check applies only to positions based on site in private property or for individuals who may have to visit customers/clients for business purposes)*

When are you available for interview? .....

How much notice does your present employer require? .....

Where did you see the advertisement for this position? .....

## EDUCATION

NAME OF SCHOOL OR COLLEGE	DATES		QUALIFICATIONS GAINED/BEING TAKEN <i>(Show clearly if not completed)</i>
	From	To	

## QUALIFICATIONS

LIST ANY OTHER RELEVANT QUALIFICATION YOU HAVE, WITH DATES GAINED

## PREVIOUS EMPLOYMENT

STARTING WITH YOUR MOST RECENT EMPLOYMENT, GIVE DETAILS OF YOUR EMPLOYER, JOB TITLE AND RESPONSIBILITIES, INCLUDING THE NUMBER OF PEOPLE RESPONSIBLE TO YOU (IF ANY)		
DATES	DETAILS	PAY

## **PREVIOUS EXPERIENCE**

PLEASE STATE ANY PREVIOUS EXPERIENCE YOU HAVE HAD

## **REASON(S) FOR APPLYING FOR THE POST**

PLEASE INDICATE BELOW YOUR REASON(S) FOR APPLYING FOR THIS POST

## **HOBBIES AND INTERESTS**

GIVE DETAILS OF HOBBIES, INTERESTS AND PASTIMES, AND ANY RESPONSIBILITIES OR OFFICE HELD

## REFEREES

GIVE THE NAMES, ADDRESSES AND DAY TIME PHONE NUMBERS OF TWO REFEREES, PREFERABLY INCLUDING YOUR PRESENT EMPLOYER OR COURSE TUTOR

\* May we contact this referee now? Yes/No

\* May we contact this referee now? Yes/No

**I hereby declare that the statements contained in this form are, to the best of my knowledge, true and complete in every respect, and that no material facts have been withheld, misrepresented or suppressed.**

Signature: ..... Date: .....

***Return this form to:***

**Jenny Ryder  
Hambrook Landscapes Ltd  
Wangfield Lane  
Curridge  
Southampton  
SO32 2DA**

**Closing date for applications: .....**